

## Anti-Trafficking General / Administrative Intern

Our organization is determined to reach those at risk and in need in our community. After working with teens in prostitution since 1995, Source began Source's Anti-Trafficking Department in 2010. Source has partnered with local law enforcement and the FBI to advocate for victims and survivors of human trafficking and sexual exploitation. In 2018 Source was the Victim Resource Coordinator for Super Bowl LIII, enabling us to continue to grow in our outreach to victims of exploitation in our community. Following the Super Bowl, we continued our partnership with law enforcement during the NCAA Final Four Tournament in April of 2019.

Through our Anti-Trafficking Program, Source takes a holistic approach to supporting the vulnerable neighbors and victims of sex trafficking in our community. We strive to convey a message of hope and opportunity to those we serve. As an Administrative Intern, you will learn the dynamics of working within a non-profit organization and will play a crucial role in our Anti-Trafficking Program.

### **DUTIES AND RESPONSIBILITIES:**

The Anti-Trafficking Administrative Intern is responsible for the continuation and enhancement of Source's Anti-Trafficking Program through the following:

- Organization
  - Organize and file documents
  - Keep office clean and organized
  - Schedule and follow-up on appointments
  - Sort and prioritize donations for the Anti-Trafficking Program
  - Organize and manage media content (i.e., photos, videos, and other forms of multimedia)
- Communication
  - Communicate with volunteers, donors, and supporters on behalf of Source (i.e., newsletter distribution, thank you cards, event reminders, etc.)
  - Expand Source's Anti-Trafficking presence online
  - Support Source's Anti-Trafficking Outreach Coordinators in social media management
  - Grow Source's support-base by investigating new partnership opportunities
- Research
  - Assist Source in program development by research best practices
  - Support Source's annual fundraising events through idea generation and implementation
  - Research relevant topics pertaining to clients and / or outreach neighbors as directed by the Anti-Trafficking Outreach Coordinators or Anti-Trafficking Outreach Supervisor
- Ministry Events
  - Participate in regular ministry programming on a weekly / monthly basis
  - Organize and lead volunteers in executing Source events

**REQUIREMENTS/SKILLS:**

- A strong interest in the nonprofit field
- Self-directed and highly organized with timely follow-ups
- Strong verbal and written communication skills
- Highly proficient in Microsoft Office
- Strong computer literacy
- Willingness to learn
- Desire to work proactively
- Willingness to work with a program in transition/development
- Flexible and adaptable

**ADDITIONAL INFORMATION:**

- 10-15 hours per week
- College credit opportunity
- Unpaid